

KSAs
Staff Assistant
GS-303-02

1. Ability to make arrangements for travel, conferences and meetings.
2. Ability to establish and maintain a filing system.
3. Skill in operating word processing equipment.
4. Ability to communicate orally and in writing.

KSA WEIGHTING SHEET

MPP#

Position Title, Series, and Grade Staff Assistant, GS-0303-02

Organizational Location ED/SFA/Students Channel/Immediate Office of the General Manager

Weights established by Jennifer Douglas

Date xxx

<u>KSA</u>	<u>Weight</u>
1. Ability to make arrangements for travel, conferences and meetings.	
2. Ability to establish and maintain a filing system.	
3. Skill in operating word processing equipment.	
4. Ability to communicate orally and in writing.	

Note: Weights must total 10. The weight for any one item can range from 1.0 to 4.0 in increments of 0.5.

Name of Selecting Official Jennifer Douglas, General Manager, Students Channel
Building and Room # ROB-3, Room 5050 Telephone 202-708-9951

KSA #1 Title: Ability to make arrangements for travel, conferences and meetings.

Points

Points: 4 SUPERIOR skill is indicated by: Incumbent serves as office automation assistant to the Chief of Staff-Immediate Office within Students Channel and is responsible for scheduling meetings/conferences based on the knowledge of the supervisor's calendar and priorities. Ensures all pertinent material is prepared and assembled for participants prior to meetings. Makes necessary travel arrangements (ie, preparing itinerary, travel and hotel reservations; preparing travel vouchers, etc.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Some experience serving as office automation assistant to the Chief of Staff-Immediate Office within Students Channel and is responsible for scheduling meetings/conferences based on the knowledge of the supervisor's calendar and priorities. Ensures all pertinent material is prepared and assembled for participants prior to meetings. Makes necessary travel arrangements (ie, preparing itinerary, travel and hotel reservations; preparing travel vouchers, etc.

Points: 2 SATISFACTORY skill is indicated by: Makes travel arrangements and records of itinerary; maintains supervisor's calendar, making appointments as instructed, prepares and processes travel.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Assists higher level secretarial staff in preparing travel orders, scheduling meetings and appointments, and preparing itineraries.

Signature: _____ Date: _____

KSA #2 Title: Ability to establish and maintain a filing system.

Points

Points: 4 SUPERIOR knowledge is indicated by: Incumbent establishes and/or maintains subject matter and chronological files in connection with the work of the office. Purges files periodically to extract material which is outdated. Maintains employee files and time and attendance records for office staff. Maintains "tickler file" for outstanding assignments and due dates, and inform staff of dates.

Points: 3 HIGHLY SATISFACTORY knowledge is indicated by: Incumbent establishes and/or maintains subject matter and chronological files in connection with the work of the office. Purges files occasionally to extract material which is outdated. Maintains employee files and time and attendance records for office staff.

Points: 2 SATISFACTORY knowledge is indicated by: : Maintains establishes files and manuals by updating material as changes occur.

Points: 1 BARELY ACCEPTABLE knowledge is indicated by: Maintains simple alpha or numeric filing system. Establishes daily read file of correspondence.

Signature: _____ Date: _____

KSA #3 Title: Skill in operating word processing equipment.

Points

Points: 4 SUPERIOR ability is indicated by: Ability to prepare in final form extensive complicated, technical documents using computerized/electronic work processing equipment. Incumbent has ability to create graphs and charts, rearrange information within document; add and/or delete necessary information within documents to create final products. Had extensive training in use of word processors, computers, etc.

Points: 3 HIGHLY SATISFACTORY ability is indicated by: Ability to prepare in final form technical documents using computerized/electronic work processing equipment. Incumbent has ability to create graphs and charts, rearrange information within document; add and/or delete necessary information within documents to create final products. Had some (3 or more) courses related to the use of word processors, computers, etc.

Points: 2 SATISFACTORY ability is indicated by: Ability to prepare routine but technical documents of limited difficulty using computerized equipment. Had some (1-2) courses related to the use of word processing equipment.

Points: 1 BARELY ACCEPTABLE ability is indicated by: Basic knowledge of word processing equipment to prepare simple one page general correspondence.

Signature: _____ Date: _____

KSA #4 Title: Ability to communicate orally and in writing.

Points

Points: 4 SUPERIOR skill is indicated by: Incumbent assists officials of all levels by answering technical questions either by phone or personal contact Prepares technical correspondence including letters, memoranda, etc, where no prior format exists.

Points: 3 HIGHLY SATISFACTORY skill is indicated by: Incumbent provides general information to visitors and callers. Prepares in draft form general correspondence from supervisors notes, prepares correspondence from model letters and paragraphs.

Points: 2 SATISFACTORY skill is indicated by: Candidate should have exposure to the above.

Points: 1 BARELY ACCEPTABLE skill is indicated by: Incumbent completes form letters, writes instructions on routing slips, reviews outgoing documents for errors.

Signature: _____ Date: _____